

MU-SPIN Guidelines for Video Conference Site Facilitators



All sites that intend to participate in a conference should appoint someone who will act as a facilitator before, during and after the event. The role of the facilitator includes:

- ◆ Working with technical staff to set up the room for the appearance and flow of the workshop. This can include such things as lighting, where the presenters will stand, placement and orientation of monitors, microphones, and cameras, accommodating any special requirements of presenters, the order of presentations, etc.
- ◆ Acting as a moderator during the workshop. IT IS PARTICULARLY IMPORTANT TO MAKE SURE THAT ALL MICROPHONES AT YOUR SITE ARE MUTED, except when someone locally wishes to make a presentation or address the whole conference (to ask a question or make a comment, for instance). If all local microphones are not muted, then background noise or individual comments can disrupt the presenter(s) and the audience. Also please be aware that microphones are often very sensitive and may pick up remarks that were not intended to be overheard by others.
- ◆ Asking everyone in the room to turn off all cell phones, pagers and any devices that sound off beeps or alarms.
- ◆ Making sure that at least one person is always present in the video conferencing room during the conference to respond to requests from other sites and provide general support.
- ◆ Having presenters and attendees sign in before the conference and fill out questionnaires or evaluations after the workshop.
- ◆ Having a background identifier or logo for your site that is visible from the camera. This will help other sites identify your location.
- ◆ Identifying in advance, if possible, all those who wish to ask questions, and establish a stack of names of those with questions, so that all questions from a site can be asked at the same time.
- ◆ Making sure that people who wish to make comments or ask questions identify themselves and their site before asking the question.
- ◆ Making sure that the person to whom the question is addressed repeats the question to the whole audience, so that everyone listening knows what the question is.

If you have any questions, please contact the [MU-SPIN Multimedia Coordinator](#) at: multimedia@muspin.gsfc.nasa.gov or at (301) 286-0549. For further information please visit us at:

<http://muspin.gsfc.nasa.gov>